Yuma County Administrator's Office of Management and Budget

FY16/17 Budget

NEW INFORMATION FY16/17

- Grant List Form available
- Personnel Entry will be completed in mid march
  - Not due in Oracle in February (TDR deadline)
- Baseline budget will include the actual FY15/16 Appropriation of Fund Balance Revenue
- Underfill positions will be budgeted at Underfill salary unless otherwise specified by department
  - Please ensure that the title and salary change is sent as a personnel change during personnel reconciliation period
- Budget Requests with facility reference will be sent to General Services for review
- Supplies & Services & Capital Outlay Forms revised
  - Future annual costs column added
- Please notify OMB of any approved reallocation plans that will extend into FY16/17 by February 26, 2016.

Budget Timeline

January
- Distribute Initial Baseline
- Budget Training Meeting
- Dept Baseline due (BRT)
- CIP requests to Co. Engineer

February
- Dept Total Budget Request Forms
- Dept meetings with BRT (if necessary)

March
- Continue dept meetings with BRT (if necessary)
- Enter Personnel in Oracle (dept)
- Cut-Off date for Personnel spreadsheet

May
- Recommended Budget to BOS
- BOS meets with Depts
- BOS adopts Tentative Budget

Budget Stages Tasks

Dept Baseline

- Rate Adjustments (Use rate sheet provided by OMB)
- Enter Year-End Estimates in Oracle
- Move Budget Authority between Line-Items (Supplies & Services)
- One-Time budget amounts removed
- CIP Request to Co. Engineer
- ITS Assessment

Total Dept Request

- Submit Summary of <u>ALL</u> Grants & Totals
- Complete Total Department Request forms
- Complete Department Priority Summary Form
- Complete Travel & Training Form
- Complete FTE Funding Change Form
- Personnel budget to be entered in Oracle (only during this stage)
- Special Revenue entered in Oracle

Dept Baseline

Calculating
Year-End Estimates

The better the year end estimate the better the revenue projection (beginning balance) will be for the following fiscal year.

Please keep in mind that BRT may make adjustments to year-end estimates as they align with overall County projections.

- **Rate Adjustments**

RATE SHEET FOR FY14/15 BUDGET (as of 1/-/14)

Budget Rates		
PERSONNEL:	**Object Code**	**FY14**
Retirement Rates		
ASRS	40220	**11.54%**
AOC - Corrections Officers (Probation)	40223	**15.58%**
Yuma County Corrections Officers	40223	**10.29%**
Elected Officials	40222	**25.94%**
AZ Public Safety (Sheriff)	40221	**25.63%**
Retirement Rates - Alternate Contribution Rate (ACR):		
Rates for retirees that have returned to work in same plan they retired from in a covered position:		
ASRS **ACR**		**9.20%**
AOC - Corrections Officers (Probation)	**ACR**	**6.18%**
Yuma County Corrections Officers **ACR**		**6.18%**
Elected Officials **ACR**		**21.31%**
AZ Public Safety (Sheriff) **ACR**		**17.07%**
Insurance Rates		
FICA	40210	**6.20%**
Medicare	40211	**1.45%**
Health	40230	**$433.78/mo.**
Employee Assistance Plan	40231	$1.55/mo.
Life/ ADD – up to $50,000	40233	$.098/$1,000/mo. x FTE
Life/ ADD – over $50,000	40233	$4.90/ mo. X FTE
Workers Comp	40241	No increase anticipated
Risk Management Premiums	42871	To be determined
NON-PERSONNEL:		
800 mhz Radio Maintenance	43013	$275 / radio
% Change to Year-End Estimate (see note below)		
UTILITIES	**Object Code**	**FY14**
electricity	42211	**3.00%**
gas, natural	42221	**1.50%**
water (municipal)	42234	**2.00%**
refuse	42241	No change anticipated
telephone	42310	No change anticipated

Forms

Are funds in excess of approved Dept Baseline Budget being requested?

No

Yes

See Other Forms

Position & Related Changes Request

Supplies & Services

Capital Lease/Capital Outlay

Departmental Priority Summary

Forms

Has the Department completed the following forms?

Required

- Travel & Training
- Organization & New Initiatives -DBS
- Grant List

Optional

- FTE Funding Change

Personnel/
Full-Time Equivalent (FTE)

March

Apply Retirement & Insurance changes if applicable

Cut-off date for changes to positions

Enter Personnel budget in Oracle in TDR stage

DO NOT ENTER POSITIONS REQUESTED

OMB reconcile w/ Oracle /Depts

April

Update PS w/reclass positions

May/June

Email PS to Departments after Adopted Tentative Budget

Personnel/ Full-Time Equivalent (FTE)

Notes for Preparing Personnel Spreadsheet

Changes

- Highlight corrections in specific color
- List ONLY current positions & amounts – not requested positions
- Final Personnel budget is Dept responsibility.

Oracle

- Do not enter positions being requested in Oracle
- Approved Reclasses entered by OMB

Budgeted Amounts

- Vacant positions are budgeted at MINIMUM Salary & MAX Health Ins
- If there are any discrepancies between OMB ERE amounts and dept ERE amount, PLEASE notify OMB.
- Provisionals/Underfills should be budgeted at actual position wages.

Oracle Budget Line Item Entry

Sign on to Oracle

Oracle Budget Line Item Entry

Click on the desired worksheet.

Each users menu will be different. Everyone identified as budget contacts should be able to view the budgets which your department is responsible for.   There may be just one worksheet or multiple worksheets.

Oracle Budget Line Item Entry

- From this menu, double click on the **Modify** option. This will take you to the list of worksheets.

Oracle Budget Line Item Entry

The "Select Worksheet" screen will appear blank at first. Press the Ctrl & F11 keys to populate the list of worksheets.

To enter into the worksheet, click on the blue/gray box next to that worksheet (Budget Group) and click Open.

Each user's worksheet screens will be different. You may have one worksheet or multiple worksheets depending on the number of budgets administered by your department.

Oracle Budget Line Item Entry

The "Worksheet Summary" page opens up.
First, you will want to click on the Data Selection button.

Oracle Budget Line Item Entry

Data Selection

Budget Group: 0000 NA 3 | 0000 NA 3
Worksheet: 4315 | 0000 NA 3 - 4315
☐ Global Profile

Selection Conditions | Year Profile | Service Package Profile

Stage: BOS Adopted

Template:

Years: Selected

Service Packages: Selected

Account Type: All

Currency Type: Currency

Segment Order

Order by: FUND

Then by: DEPARTMENT

Then by: OBJECT

This is where you select which stage of the budget you want to view or access. In the beginning, the "Department Baseline" will be the budget you will need to select.

Highlight and click OK

Budget Stages

Find %

Stage	Sequence
Initial	10
Department Baseline	20
BRT Baseline	30
Department Request	40
BRT Recommended	50
BOS Tentative	60
BOS Adopted	70

Find | OK | Cancel

This is where the stage of the budget is determined. Click on the drop down feature at the "Stage" cell.

Remember to change the stage to reflect the current stage.

Oracle Budget Line Item Entry

Next, in the "Segment Order" section, click on the "Order by" cell. A drop down listing of segments appears so you may select the order in which you want to view your data. The "Account Segments" listing appears when you click on each of the sections. Insert the following segments in each cell.

Save your work. Then exit out of the "Data Selection" page to get back to the "Worksheet Summary".

Oracle Budget Line Item Entry

Worksheet Summary

Budget Group: 0000 NA 3 | 0000 NA 3
Worksheet: 4315 | 0000 NA 3 - 4315

Extract:
Base Worksheet: 3245 | FY 2012

Created on: 01-03-2011 | Created by: JFLORY
Submitted on: | Submitted by:

Description: Created from the worksheet 3245 for budget group YUMA COUNTY BUDGET GROUP HIERARCHY

[ ]

Service Package | Line Items | Data Selection

To view and make changes to your department's line item budget, click

Oracle Budget Line Item Entry

Worksheet Lines

| Budget Group | 1600 GENERAL | 1600 GENERAL GOVERNMENT |
| Worksheet | 186 | 1600 GENERAL GOV - 186 | Stage | Department Baseline |

- ⦿ Budget Years
- ⦾ Budget Periods

| Earliest | First | Last |
| 2003 | ← 2003 → | 2010 |

Account	Service Package	2005 Actual	2005 Encumbrance	2005 Estimate	
00100.00.1600.36010.00000.00 ⋯	BASE	0.00	0.00	0.00	30
00100.00.1600.39070.00000.0000	BASE	0.00	0.00	0.00	
00100.00.1600.39090.00000.0000	BASE	2,841.00	0.00	-22,841.00	
00100.00.1600.40110.00000.0000	BASE	0.00	0.00	1,265,900.00	1,45
00100.01.1600.40210.00000.0000	BASE	0.00	0.00	0.00	
00100.01.1600.40211.00000.0000	BASE	0.00	0.00	0.00	
00100.01.1600.40220.00000.0000	BASE	0.00	0.00	0.00	
00100.01.1600.40230.00000.0000	BASE	0.00	0.00	0.00	
Total		3,183.00	0.00	-3,105,350.00	-11,14

Account Description

GENERAL FUND.GENERAL REVENUES.GENERAL GOVERNMENT.INTEREST ON INVESTMENTS.N/A.N/A.N/A

| Period Amounts | Recalculate | Standard Budget Items | Revise Projections |

Type Ctrl and F11 to display line item data. This takes you to the "Worksheet Lines" page. Here you can view actual activity and budget activity. This worksheet opens to the first columns which are grayed out. If you scroll to the right, you will see the budget columns which are white. This is where you will make any adjustments to your current year estimates and next years Budget.

The Current year Estimate values currently appearing in this field for non-personnel lines are simply year-to-date amounts. You will need to change these values to your best guess of what the total 12 month expenditure (or revenue) will be for the Current fiscal year.

The Estimate Budget assumes $0.00 for Capital Outlay.

Oracle Budget Line Item Entry

File Edit View Folder Tools Window Help

Select Worksheet

Worksheet Summary

Worksheet Lines

Budget Group	YUMA COUNTY	YUMA COUNTY BUDGET GROUP HIERARCHY		
Worksheet	3245	FY 2012	Stage	BOS Adopted

- ● Budget Years
- ○ Budget Periods

	Earliest	First		Last	
	2009	←	2009	→	2012

Account	Service Package	2009 Budget	2009 Actual	2009 Encumbrance	2010 Budget	2010 Actual
00100.00.0000.30110.00000.0000	BASE	0.00	19,508,404.00	0.00	20,820,522.00	20,551,870.00
00100.00.0000.30120.00000.0000	BASE				0.00	565,666.00
00100.00.0000.30130.00000.0000	BASE				0.00	104.00
00100.00.0000.30140.00000.0000	BASE					
00100.00.0000.30150.00000.0000	BASE				0.00	236.00
00100.00.0000.30160.00000.0000	BASE				0.00	155.00
00100.00.0000.30170.00000.0000	BASE				0.00	140.00
00100.00.0000.30310.00000.0000	BASE				550,000.00	866,782.00
00100.00.0000.30315.00000.0000	BASE				0.00	-8,631.00
00100.00.0000.30320.00000.0000	BASE				0.00	128,412.00
Total					1,144,755.00	-8,941,047.00

Account Description

GENERAL FUND.GENERAL REVENUES.G ... RTY TA.N/A.N/A.

Find Accounts

	Low	High
FUND		
FUNCTION		
DEPARTMENT		
OBJECT		
INTERFUND		
FUTURE1		
FUTURE2		

OK   Cancel   Clear   Help

If you just wanted to look at a particular fund in your department, you can bring up that fund by clicking

Isolate the Parameter that you want to view and click OK

Once you are satisfied with your Departments Baseline budget, save your worksheet, and exit out of Oracle. Submit any line item forms to the Budget department and notify the Office of Management & Budget that you have completed your baseline budget.

If you want to request budget in a line item that does not exist in your worksheet you will need to manually enter in the account number you want. This is done by clicking on 🖬 button at the top left corner of your toolbar. This will insert a blank row into your worksheet and you may enter the new request.

Oracle Budget Line Item Printing

If you would like to print out your line item worksheet, you will need to export them to Excel. When you are in the "Worksheet Lines" screen, go to File→Export.

Oracle Budget Line Item Printing

File Download

Do you want to open or save this file?

Name: fnd_gfm_1071091.tsv
Type: tsv_auto_file
From: ebs.co.yuma.az.us

[Open] [Save] [Cancel]

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

The download screen will appear. Select Open.

Your data will open in Excel and you can format it to suit your needs. If you have any problems printing your line item reports, please call the Office of Management & Budget and we will be happy to assist you.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Account	Service Pa	2009 Budg	2009 Actu	2009 Encu	2010 Budg	2010 Actu	2010 Encu	2011 Budg	2011 Actu	2011 Encu	2011 Estin	2012 Estin	Unassigned	Year Amount
2	00100.00.3	BASE	0	24	0	0	0	0	0	170	0	170	170	0	
3	00100.02.3	BASE	0	55395	0	99020	38932	0	72029	35186	0	46902	95030	0	
4	00100.02.3	BASE	0	0	0	0	0	0	0	0	0	1995	0	0	
5	00100.02.3	BASE	0	3434	0	6139	2396	0	5892	2140	0	2986	5892	0	
6	00100.02.3	BASE	0	803	0	1436	560	0	1378	500	0	695	1378	0	
7	00100.02.3	BASE	0	5234	0	9308	3177	0	9361	3353	0	4554	9608	0	
8	00100.02.3	BASE	0	3733	0	6585	3221	0	6648	3601	0	3878	13296	0	
9	00100.02.3	BASE	0	29	0	48	14	0	50	16	0	24	38	0	
10	00100.02.3	BASE	0	77	0	124	34	0	148	50	0	62	148	0	
11	00100.02.3	BASE	0	121	0	216	85	0	207	77	0	107	207	0	
12	00100.02.3	BASE	0	2823	0	4577	1158	0	0	1290	0	1720	3441	0	
13	00100.02.3	BASE	0	3438	0	5227	81	0	5227	890	0	1452	1452	0	

Questions??